



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1723 • Fax: (978) 264-3127

www.boxborough-ma.gov

CPC MINUTES

November 5, 2015 / 7:30PM / Grange Hall / Town Hall / 29 Middle Road / Boxborough, MA 01719

MEMBERS PRESENT:

Hugh Fortmiller, At-large
Rita Gibes Grossman, Clerk, At-large
Owen Neville, Chair, Planning Board

Mitzi Garcia-Weil, Recreation Commission
Dennis Reip, Conservation Commission
John Rosamond, Finance Committee
Ron Vogel, Housing Board

MEMBERS ABSENT: John Neyland, Agricultural Commission, Alan Rohwer, Historical Commission

OTHERS:

Susan Bak, Board of Selectmen
Adam Duchesneau, Town Planner

HANDOUTS: CP Plan 2016 (ver 9/16/15); Ledger history detail for CPA spending used by Town Accountant; Planning Dept. Application Review Request

7:30pm Meeting called to order by chair Owen Neville

Minutes of October 1st: Hugh moved and John R. seconded to approve. **VOTE:** Unanimous to accept.

1. Project signage

- a. First draft sign prototype being used at Steele Farm shown to compare with town flag seal.
- b. Consensus that new signs should:
 - i. have white in the ring that contains the town's name
 - ii. will be printed on both sides and be larger

(Owen noted that Steele Farm barn renovation is at \$107,206 which was higher than budgeted due to additional rotted sills. Comment made to inform future budgeting process.)

2. Community Preservation Plan

- a. Draft which was very positively reviewed by Community Preservation Coalition (CPCoal) distributed.
- b. CPCoal recommended that terms be consistent with CPA terminology, specifically to use the term rehabilitation vs. restoration.
- c. Consensus that projects funded to-date will retain project titles that were used when approved at town meeting. Discussion of terms and implications and consensus that project names going forward will be more sensitive to CPA terms and definitions.
- d. Consensus to make revisions as noted from CPCoal recommendations and that final draft to be reviewed and voted on at Dec. 3rd meeting

ACTION: Rita and Adam will incorporate recommendations.

3. Note Final Applications received:

- a. \$270,748: total amount for projects submitted and Adam indicated that this is \$10K more than preliminary application estimates.
- b. The applications and their funding requests are as follows as received from Adam:
 - i. # 2015-01: Preservation of Town Records (\$11,000)
 - ii. # 2015-02: Regional Housing Services (\$5,465)

- iii. # 2015-03: Rental Voucher Program (\$26,280)
 - iv. # 2015-04: Grange Hall Renovations (\$106,775)
 - v. # 2015-05: Blanchard School Nature Play Space (\$69,228)
 - vi. # 2015-06: Liberty Field Courts (Site Survey/Design Plan) (\$12,000)
 - vii. # 2015-07: TJ O'Grady Skate Park Expansion (\$40,000)
- c. Discussion of application review process and tracking. Planning department form was distributed as an example. Consensus of the committee that CPCs form will be used to indicate that all town boards and committees will receive applications digitally as a package requesting comments or review.
 - d. Hugh asked about deadlines:
 - i. Committee/board/commissions project review by Monday November 23rd
 - ii. CPC will receive comments by Nov. 25th.
 - iii. Public hearing on Dec. 3rd.
 - e. Hugh recommended the committee/board/commissions be encouraged to address issues and questions with applicants so that the review process is on time.
 - f. Comments and recommendations from each committee/board/commissions will be submitted to the CPC and to the applicants for discussion at the public hearing.
 - g. Dennis clarified that this review process is to inform the CPC's recommendations to Town Meeting.
 - h. Susan asked if there's enough money in the CPA fund to cover all of the projects proposed thus far. Owen noted that there will be two tax years of funds, however, exact amounts will need to be clarified with accountant.
 - i. Owen read an email from Dennis Reip concerning a hypothetical land conservation request. Would the CPC accept a final application without preliminary application being submitted? Consensus that preliminary applications are strongly encouraged and recommended, however, it was noted that land acquisition projects may not coincide with the CPC schedule and ATM schedule and a final application would be accepted for consideration.

4. **Approved CPA Projects:**

- a. Current Steele Farm barn project generating invoices requiring incremental payments for the project. In that CPA funds are being used, Owen moved that the CPC authorize the Chair or Vice-chair to be authorized to sign-off CPA fund payments for the approved 3 projects from ATM 2015. Rita seconded.
- b. Discussion: Hugh inquired as to who asked for the sign-offs and Owen indicated it was the Town Accountant. Mitzi asked if prepayments could become an issue for future projects. Not an issue for current projects, but, could become in the future. **VOTE: Unanimous.**
- c. Based on question Susan asked whether Town Accountant tracks all CPA expenditures and Owen clarified that they are so tracked. John R recommended that after TM approves the project that the CPC draft a plan for each project noting the checks and balances for each.
- d. Hugh suggested checking with the CP Coalition about said policies and procedures. Dennis suggested that when a project is being considered for funding, these elements be included, how will spending be monitored? Who will be involved in approving the work that warrants the expenditure? Will money be expected up front?

5. **Develop procedures for:** monitoring, for approving expenses and for closing out projects. Tabled.

6. **CPC Meetings:** December 3rd. Anticipate that there may need to be another meeting to address agenda work given the seven project reviews. Consensus that meeting will begin at 7P and recommend that there be time allotments for each proposal. Discussion of possible dates for additional meeting if needed.

7:50PM Adjourn: Rita moved John seconded. **VOTE: Unanimous.**

Respectfully submitted,

Rita Gibes Grossman